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ABSTRACT

Designed for use in Trident Technical College's Secretarial Science Instructional Lab, this learning module provides self-instructional lessons and self-tests to teach students to operate the IBM Electronic 75 Typewriter and use the storage capabilities and special features of the machine. Each lesson focuses on one or more specific tasks, providing learning objectives, illustrations, detailed explanations and instructions, and a self-test and answer key. The 14 lessons cover: (1) inserting paper, setting margins, and locating and identifying parts of the machine; (2) resetting margins, setting tab stops, and using the automatic carrier return; (3) using the preset tab grid to type tables; (4) correcting errors and using the one-line memory; (5) centering and underscoring automatically; (6) using and clearing the memory; (7) using the "advance to" and "return to" functions, and deleting and inserting words and lines in the memory; (8) using the automatic hyphenation, phrase storage, and required space features and typing required hyphens; (9) using the stop code and tab/indent instructions, and typing a multi-page document; (10) typing form letters with variable information; (11) typing tables using column layout and number alignment; (12) typing text with tables; (13) using both number alignment and column layout in tables; and (14) the meaning of bells, lights, and whistles. A brief description of the instructional lab is included. (AYC)

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JC 820 477

IBM ELECTRONIC 75

SELF - INSTRUCTIONAL MODULE

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SECRETARIAL SCIENCE DEPARTMENT

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TRIDENT TECHNICAL COLLEGE
SECRETARIAL SCIENCE INSTRUCTIONAL LAB

The TTC Secretarial Science Instructional Lab has been in operation since 1979. The lab is a converted conference room, and, therefore, it is small. The room will house 30 students at full capacity. When its small size is considered, the fact that there were over 8,000 recorded student visits in 1981 becomes amazing.

Purpose of the Lab

Students now have the opportunity for practice outside the classroom, for review of classroom instruction, and, to a limited degree, for testing on demand.

Operation of the Lab

The lab is open from 9 a.m. until 9:45 p.m. weekdays and on Saturday morning. Second-year students are hired as paraprofessionals. They provide support by assisting students with problems they may have in completing their assignments, by proctoring tests, by monitoring equipment and media, and by completing clerical tasks for the faculty. The paraprofessionals are trained on all audiovisual and office equipment which is available in the lab.

Equipment Availability

In addition to typewriters, students have access to calculators, word processors, data entry equipment, and transcription machines. Copies of all media used in the classroom are available for students in the lab. A videotape unit, several slide/tape machines, and audiotape players are also provided for students.

Independent Study Opportunities

Presently, because there are limited numbers of word processors and data entry equipment available for student training and since curriculum students and continuing education students must share the equipment, they learn to operate these machines using self-instructional packets. Appointment schedules are maintained in the lab, and paraprofessionals monitor and assist students who are taking these courses.

Testing Center Functions

Faculty members may leave testing materials in envelopes for students. If a student misses class on a test day or needs a retest, valuable classroom or teacher time is not spent in taking care of this testing. Completed tests are placed in the instructors' mailboxes.

Charleston has several large military bases, and Civil Service shorthand and typing tests are provided free of charge in the lab. Lab para-professionals proctor these tests and prepare documentation of test results. Some testing for state civil service is also done.

Tests for certain courses may be taken on demand. Standardized testing instruments are on file in the lab for most courses.

Benefits of the Lab

Faculty offices are adjacent to the lab and increased faculty-student contact has been one positive result of the lab. The faculty believes that students now have a fairer chance of succeeding, since those students who cannot afford a typewriter now have access to one. An increase in the percentage of students who start Secretarial Science programs and who finish has been noted. We believe this can partially be attributed to the lab.

Materials Available

The following self-instructional packets are on file in the lab:

IBM Mag Card II Typewriter
IBM Electronic 75 Typewriter
IBM 3742 Data Entry Stations
Lanier Word Processor

INTRODUCTION

The materials in this instructional module have been prepared so that you may proceed as rapidly as possible, or as slowly as necessary, in order to attain full comprehension of the material.

You must take four production tests and one theory examination in order to pass the module. Each counts equally. You must pass all tests, and if you fail one, you will be given the opportunity to retake it. There is a catch to this, however, in that your original test grade will be averaged with the re-take test grade when computing your module grade.

As soon as you have finished the lessons preceding the test check points, you should request from the instruction or the lab paraprofessional the test you need to take. You may <u>not</u> use the reference materials when taking tests. You will be allowed one hour for each test.

Production Test 1 - Take it after you have completed Lesson 9. It will be a manuscript or long letter which you will have to type into memory and then revise.

Production Test 2 - Take it after you have completed Lesson 10. It will be a form letter with a list of names and money amounts which have to be inserted into the letters.

Production Test 3 - Take it after you have completed Lesson 12. You will have to type a letter with a tabulation in the body.

Production Test 4 - Take it after you have completed Lesson 13. You will have to type a financial report using column layout and number alignment.

The final theory test questions are taken directly from the Self Test questions that appear at the end of each lesson. The test questions may be re-worded!

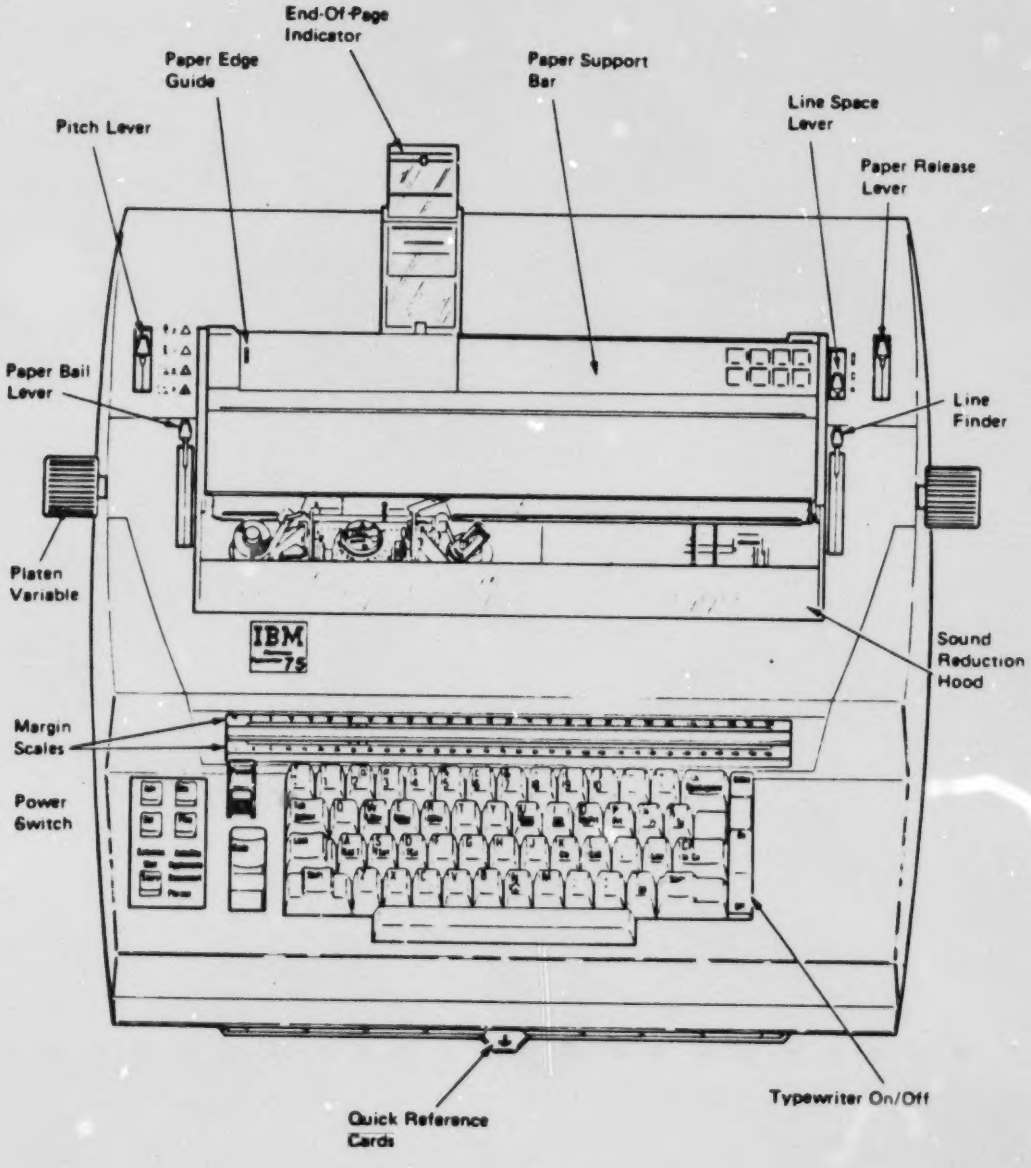
If you have any problems, check with the instructor or the para-professional.

MODULE OBJECTIVE

When the student has completed the self-instructional lessons, self-tests, and post-tests, he or she should be able to operate the Electronic 75 typewriter using the storage capabilities and special features of the machine.

TABLE OF CONTENTS

Lesson 1	Insert paper using automatic paper insertion device Set margins Locate and identify the parts on the typewriter
Lesson 2	Reset margins Set a tab stop Use the automatic carrier return
Lesson 3	Use the preset tab grid Set tabs and type a table Reset the preset tab grid
Lesson 4	Correct errors using backspace lift-off method Correct errors using No-Print instruction Use the one-line memory
Lesson 5	Automatically center headings and titles Automatically underscore Automatically center and underscore
Lesson 6	Store a document in memory Play back a document from memory Clear the memory by using the DEL button
Lesson 7	Use the Advance To and Return To functions (the access buttons) Delete and insert words and lines in memory
Lesson 8	Use the automatic hyphenation feature Use phrase storage Use the Required Space feature Type syllable hyphens and Required Hyphens
Lesson 9	Use the Stop Code Instruction Use the Tab/Indent Instruction Type a multi-page document
Lesson 10	Type form letters with variable information
Lesson 11	Type a table using Column Layout Type a table using Number Alignment
Lesson 12	Type a table using Column Layout Type text with tables
Lesson 13	Type a table using number alignment and column layout
Lesson 14	Describe the meaning of Bells, Lights, and Whistles


End-Of-Page Indicator
Paper Edge Guide
Paper Support Bar
Line Space Lever
Pitch Lever
Paper Release Lever
Paper Bail Lever
Line Finder
Platen Variable
IBM
Sound Reduction Hood
Margin Scales
Power Switch
Typewriter On/Off
Quick Reference Cards

When you have completed this lesson, you will be able to

1. Insert paper using the automatic paper insertion device

2. Set margins on the Electronic 75

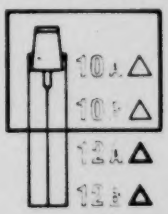
3. Locate and identify the parts on the typewriter

Look at the illustration of the typewriter. Look at the top of the typewriter, by the left platen knob. Do you see the control called the Pitch Lever? Now find the pitch lever on your typewriter.

Do you see the notations "10A, 10B, 12A, and 12B"?

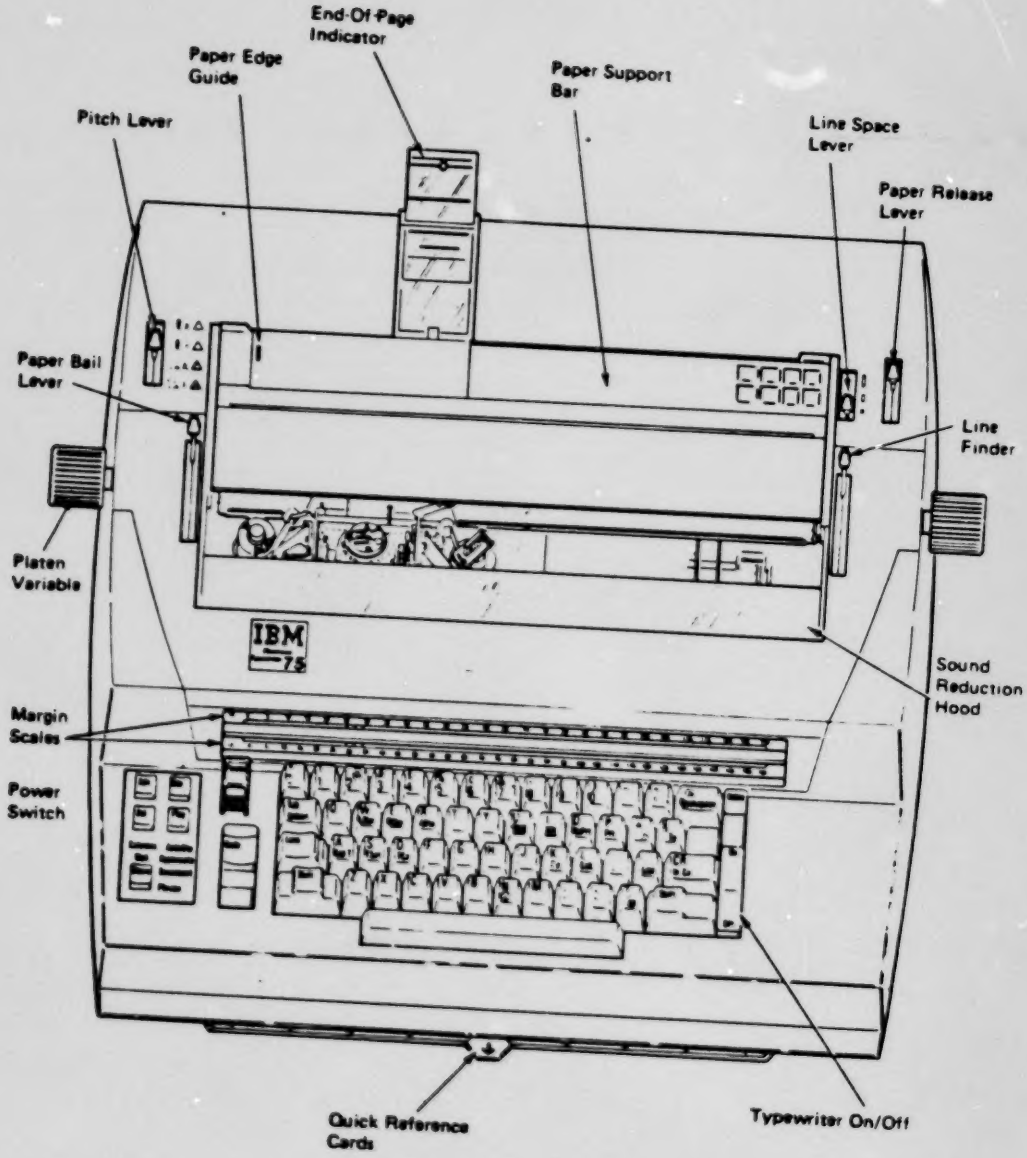
The IBM Electronic 75 is a dual pitch typewriter. Dual pitch means that the typewriter will operate as either a pica or an elite typewriter, depending upon the element that you use.

Because the typewriter has a memory, you can store two sets of elite margin stops--one when the lever is at 12A and one when the lever is at 12B--and two sets of pica margins--one at 10A and one at 10B.



Again, look at the picture. Find the part labeled the Sound Reduction Hood. It is the clear plastic piece that covers the ribbon carrier and the element. The sound reduction hood reduces the noise of the typewriter. Carefully lift the sound reduction hood on your typewriter straight up.

Now look inside at the element. Does it have a 10 on the top or a 12? It should have a 12 on the top. For all exercises on this machine, you will use an elite element. If it does not have an elite element, ask your instructor for one. The IBM Electronic 75 uses a slightly different element from standard Selectric typewriters, so do not try to make the change yourself!


End-Of-Page Indicator
Paper Edge Guide
Paper Support Bar
Pitch Lever
Line Space Lever
Paper Release Lever
Paper Bail Lever
Line Finder
Platen Variable
IBM
Sound Reduction Hood
Margin Scales
Power Switch
Quick Reference Cards
Typewriter On/Off

Close the sound reduction hood.

Again look at the illustration of the typewriter. Do you see a part labeled Power Switch? The power switch is located to the left of the keyboard above the button labeled Code. Pinch the sides of the plastic cover over the Power Switch and lift it off.

Now turn the Power Switch off (pull it toward you) and then turn it on again (push it away from you).

Now look on the right side of the keyboard. Do you see another on/off switch? Why would a typewriter have two on/off switches? The answer is that the power switch on the left side of the keyboard is the memory switch. When it is turned off, everything in the memory is automatically erased, including margin and tab stops that you have stored. The on/off switch on the right side turns the electricity on for the typewriter. Depress the On end of the On/Off switch now.

You are now ready to insert paper into the machine. Look at the illustration of the typewriter. Do you see the paper edge guide? Now touch the paper edge guide on the typewriter. Slide it to the right and then to the left. Now align the white mark on the paper edge guide with the long vertical mark at the left of the paper centering scale. For the exercises in this program, the left edge of the paper will always be at zero on the margin centering scale.

Look at the illustration again and find the paper bail lever on the left side of the top of the machine. The paper bail lever on most typewriters only acts to hold the paper against the platen. On the IBM Electronic 75, however, it serves another function.

Pull the Paper Bail lever forward, about half-way. Now insert a piece of paper on the flat, plastic paper support bar that is behind the platen. Do not roll the paper into the machine!

Hold the paper with your right hand and again pull forward the paper bail lever, except this time, pull it all the way forward and watch what happens.

Did the typewriter pull the paper into the machine? It should have. If it did not, try again.

Now push back the paper bail lever. Your paper should have about a 1" top top margin above the cardholder.

You will now learn to set margins on the Electronic 75 typewriter.

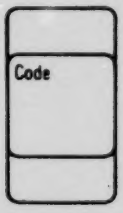
Look at the margin scales on the front of the typewriter. Now, push the Pitch lever back to 10B and watch the margin scale. Did you notice that the Pica scale lit up when you moved the pitch lever to a pica setting? Now, again watch the margin scale and pull forward the pitch lever to 12B.

You have learned that the Electronic 75 typewriter will automatically let you know whether you have set the dual pitch lever for Pica or Elite type because the pica or elite margin scale will be lit.

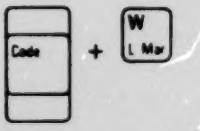
Now look behind the lighted numbers for the position indicator. Tap the space bar 5 times and watch it move.

Now carrier return and watch it return to the left margin.

You will now learn about the Code key. Look at the left side of the keyboard. Do you see the special instruction key called the Code key? Among other uses, the Code key is used when setting margins. Without Code depression, space over to 18 on the margin set scale.



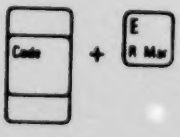
Now look at the letter W on the keyboard. Do you see the notation L M-A-R? This stands for Left Margin.



Depress the Code key, and, while holding it down, tap the W key. You have now set a left margin stop at 18.

Now space over to 78 on the margin set scale.

Look at the letter E on the keyboard. Do you see that there is a notation on the front of it R M-A-R? This stands for Right Margin. Again, hold down the Code key, and while holding it down, tap the E key. Do this now. You have set a right margin at 78.



You have now learned that whenever you see a notation on the front of a key, you must hold down the CODE button to instruct the typewriter to perform that operation. Do you see other keys with notations on them? You will learn what they mean later. When you have completed the self-test for lesson 1, proceed to lesson 2.

Self Test-Lesson 1

Directions: Complete the self test questions before you proceed to Lesson 2. If you do not correctly answer all questions, review Lesson 1.

1. To automatically insert paper, you must pull forward the _____ _____.

2. The _____ _____ _____ reduces the noise of the typewriter.

3. The _____ _____ can be thought of as the memory switch.

4. The _____ button must be depressed whenever you wish the machine to perform any of the special functions printed on the front of the keys.

5. When a typewriter can type either Pica or Elite, it is called a _____ _____ typewriter.

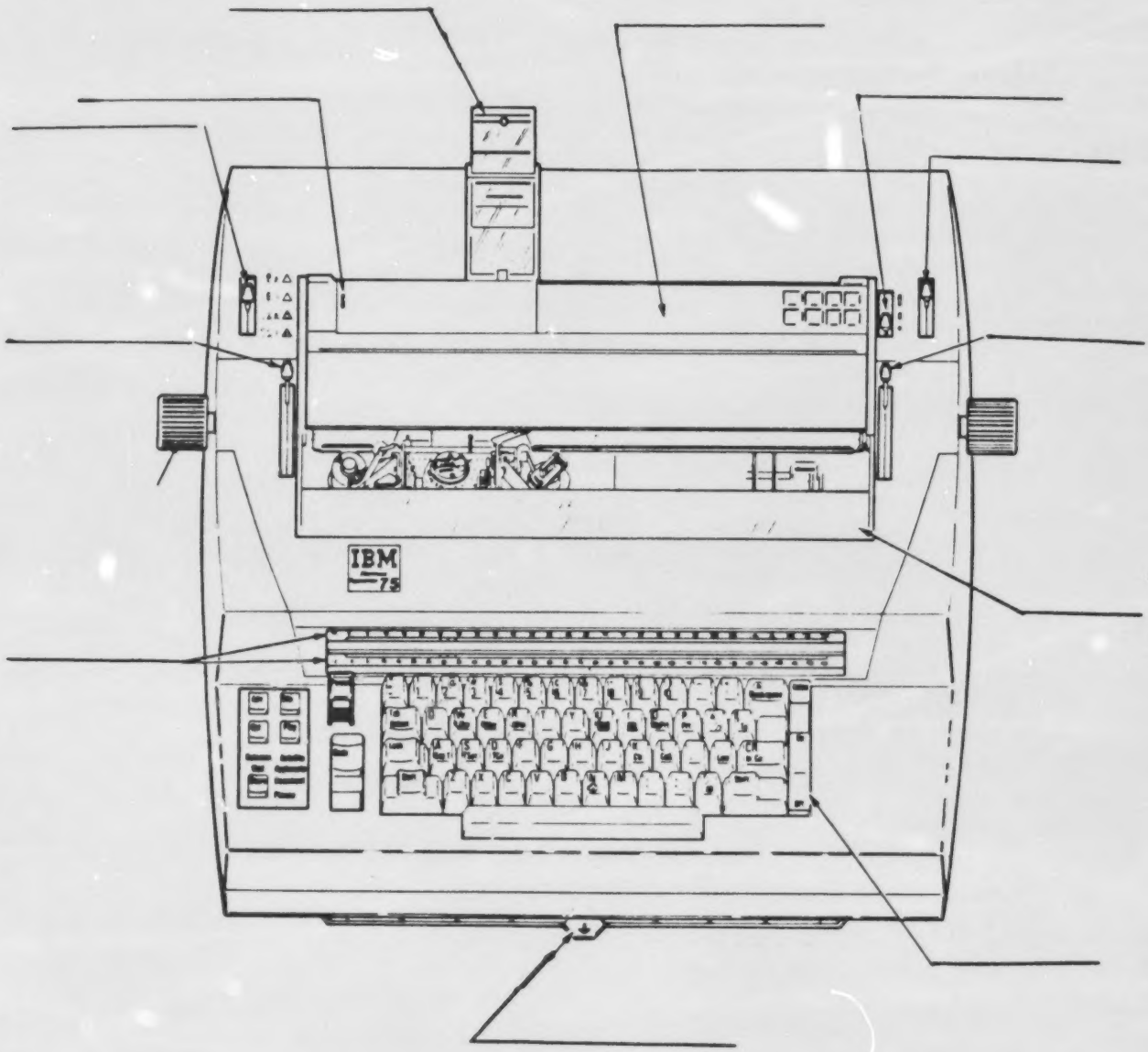
6. When the pitch lever is set at 12A or 12B, the machine should have an _____ element on it.

Answers to Self Test 1

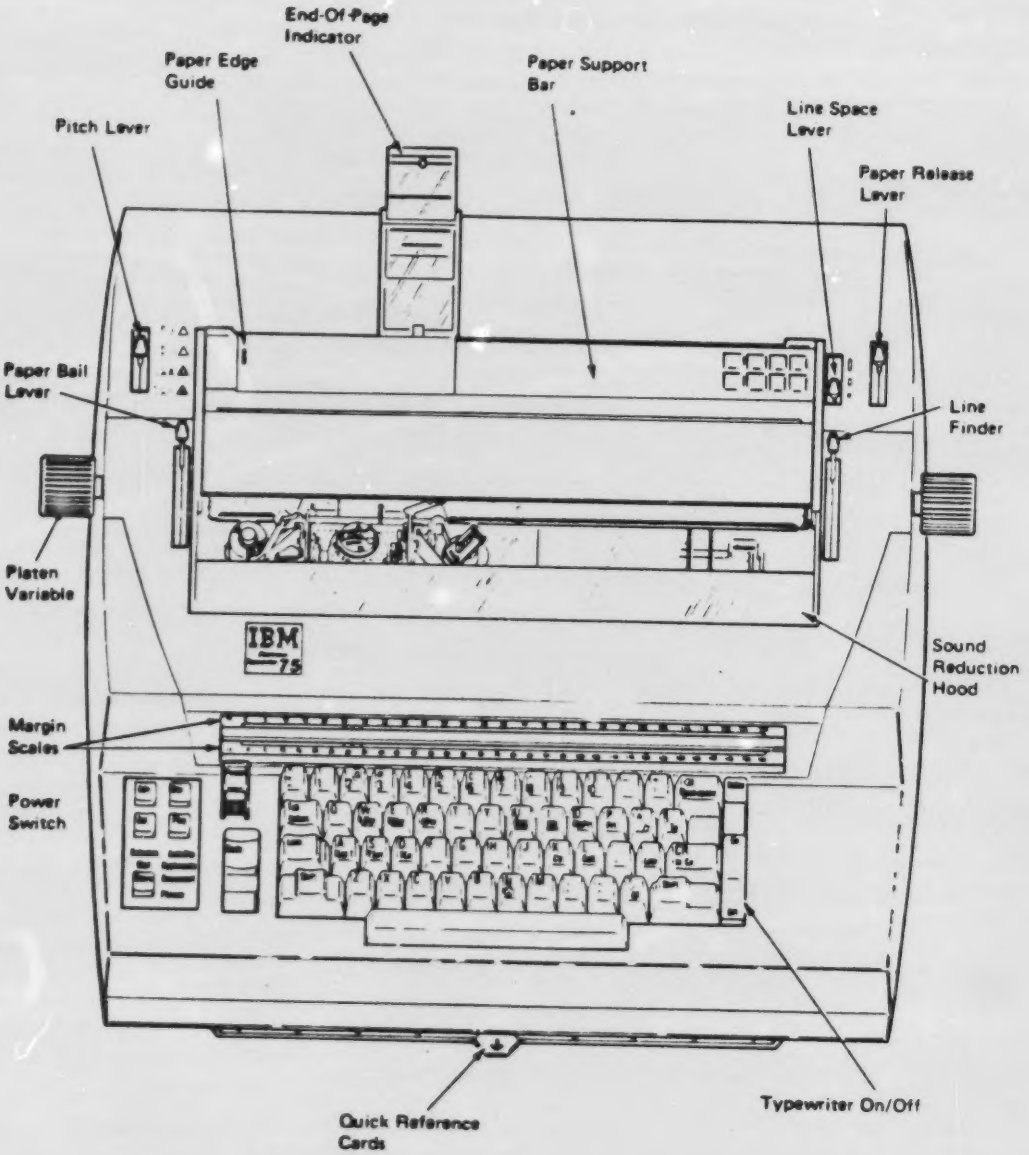
1. To automatically insert paper, you must pull forward the paper bail.
2. The sound reduction hood reduces the noise of the typewriter.
3. The power switch can be thought of as the memory switch.
4. The Code button must be depressed whenever you wish the machine to perform any of the special functions printed on the front of the keys.
5. When a typewriter can type either Pica or Elite, it is called a dual pitch typewriter.
6. When the pitch lever is set at 12A or 12B, the machine should have an elite element on it.

IF YOU DID NOT CORRECTLY ANSWER ALL QUESTIONS, REVIEW LESSON 1

LABEL THIS DRAWING



KEY TO MACHINE PARTS LABELING EXERCISE



Lesson 2 - The IBM Electronic 75 Typewriter

When you have completed this lesson, you will be able to

1. Reset margins

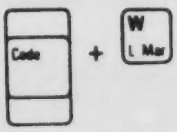
2. Set a tab stop

3. Type using the automatic carrier return feature of the machine.

Check to make sure the Power Switch is turned on. Tap the carrier return once to make sure that the carrier is at the left margin.

Space over to 50 on the margin set scale.

Now hold down the CODE button and tap the W key (the L MARgin key) once.



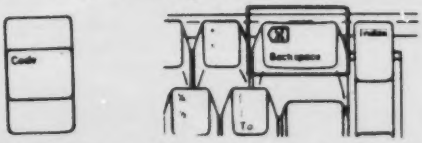
Your left margin will now be set at 50. Tap the carrier return once to make sure.

Now, slowly and gently, tap the backspace key once.

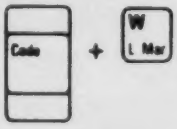
Did the position indicator move to the left? No, it did not!

Pretend now that you want to reset your left margin to 18. How would you do this?

To move the carrier to the left of the left margin stop, you must depress the CODE button and, while holding it down, backspace. CODE and backspace to 18 now.

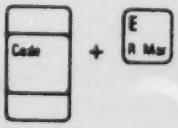


Now again hold down the CODE button and, while holding it down, tap the W key. You have now reset your left margin to 18.

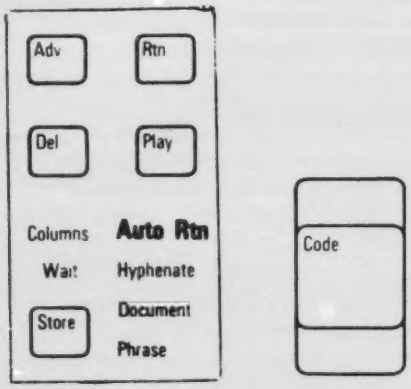


The right margin stop on the IBM Electronic 75 is also easy to set. Space to 80 on the margin set scale.

Hold down the CODE button and tap the E (the R MARgin) key.

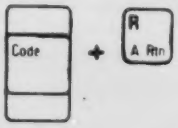


You are now going to learn about a fascinating automatic feature of the IBM Electronic 75, the Automatic Return.



Look at the typewriter keyboard to the left of the CODE key. Do you see a red light that reads AUTO RET? AUTO RET stands for Automatic Return. If you do not see the lighted Auto Return, depress CODE and tap the R key. Do you see what is printed on the R key? A RTN is printed there. Remember, whenever you want the typewriter to perform a special function that is printed on the front of a key, you must hold down the CODE key

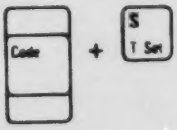
Let's experiment. Depress CODE and tap the R key. Did another red lighted word, "Hyphenate", appear under AUTO RETurn? If it did not, depress the CODE button and tap the R key until it does. You will learn the meaning of this notation later.



Now hold down the CODE button and tap the R key once again. Did both lights go out? You have just disengaged the automatic return feature of the typewriter. Sometimes you would not want the machine to automatically carrier return. One of these times might be when you are typing tables.

You are now going to learn to set a tab stop. You will need to set a tab stop at 23 for the Practice Exercise. Space to 23 on the margin set scale.

Now hold down the CODE button, and, while holding it down, tap the TAB SET Key.



Let's check to make sure you did set a tab. Carrier return and depress the tabulator button.

In order to use the Automatic Carrier Return feature of your typewriter, The Auto Rtn light must be lit. Depress Code and the R key to turn it on again.

You will type the Practice Exercise now. When you hear the bell at the right margin, you will not carrier return. Just continue typing. The machine will carrier return for you! Do not attempt to correct your errors. You will learn how later. Begin typing now.

PRACTICE EXERCISE

Your new electronic typewriter provides many automatic capabilities for you; such as, error correction, centering, underscoring, automatic carrier return, paragraph indent, column layout, and number alignment.

Wasn't that great! You'll get used to it soon and may find that you have a little difficulty remembering to carrier return on an ordinary typewriter.

Let's review what you have learned. You have learned that to move the carrier to the left of the left margin stop, you must depress the CODE button and then backspace. You have also learned to set a tab stop. Most importantly, you have learned about the automatic carrier return feature of the machine

You have now completed lesson 2.

Self Test - Lesson 2

Directions: Complete the self test questions before you proceed to Lesson 3. If you do not correctly answer all questions, review Lesson 2.

1. To move the carrier to the left of the left margin stop, you must depress the CODE button and the _____.

2. To disengage the Automatic Return function of the machine, you must depress the CODE button and the _____ key.

3. The CODE button must be depressed while you depress the _____ key to set a tab.

4. When the Auto Rtn light is lit, you do not have to _____ _____ as you type.

Answers to Self Test 2

1. To move the carrier to the left of the left margin stop, you must depress the CODE button and then backspacer.

2. To disengage the Automatic Return function of the machine, you must depress the CODE button and the R key.

3. The CODE button must be depressed while you depress the S key to set a tab.

4. When the Auto Rtn light is lit, you do not have to carrier return as you type.

If you did not correctly answer all questions, review Lesson 2.

Lesson 3 - THE IBM ELECTRONIC 75 TYPEWRITER

When you have completed this lesson, you will be able to

1. Type a table using the preset tab grid

2. Type a table using operator-set tabs

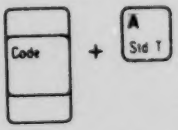
3. Reset the preset tab grid

Check to make sure that the Power Switch is turned on and set the left margin stop for 12. Depress CODE and the letter R key until the AUTO RETurn and the HYPHENATE lights go out.

The IBM Electronic 75 typewriter has a preset tab grid. This means that whenever the Power Switch is turned on, tabs are automatically set at 1-inch intervals.

Look at the letter A key. Do you see printed there the notation STD T? STD T stands for Standard Tabs. Whenever you manually set tab stops, the preset tab grid is temporarily erased. If you wish to reset it, you must depress the CODE button and tap the letter A key.

Depress CODE and tap the letter A key now.



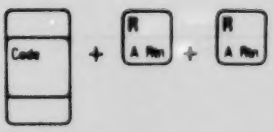
Do you remember that there are 12 spaces per horizontal inch on an elite typewriter? This means that the position indicator must move in increments of 12 if the machine tabs one inch. Depress the TAB button and watch the position indicator.

Did it move to 24?

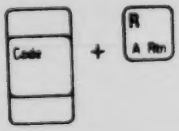
Tap the TAB button again and watch the position indicator move to 36.

You will type the Practice Exercise using the preset tab grid. Whenever you type tables, you will not want the machine to automatically carrier return. Look at the red AUTOMATIC RETURN light. Is it on? If it is on, depress the CODE button and then tap the R key until the AUTO RTN and HYPHENATION lights go out.

TO TURN AUTO RTN OFF



TO TURN AUTO RETURN ON AGAIN



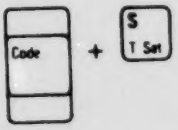
PRACTICE EXERCISE

Tab Stops 24 36 48 60 72

Tables	15	16	17	21	22
Chairs	23	78	56	34	23
Desks	45	87	34	15	34

Type the Practice Exercise, tabbing to the positions indicated. Do not attempt to correct errors!

You will now learn to set your own tab stops. Look at the letter S key. Do you see printed on the front of the S key the notation T SET? T SET stands for TAB SET. Whenever you want to set your own tabs, you will use the S key with the CODE key.



Space to 30 on your margin set scale.

Depress the CODE button and tap the letter S key.

Now space to 60 and code another tab stop.

Look at the Practice Exercise. You will type the Practice Exercise using the tab stops at 30 and 60. Do not attempt to correct errors. Begin typing now.

PRACTICE EXERCISE

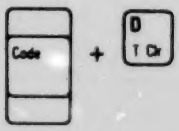
Tab Stops 30 60

Lamps	87	41
Files	24	32
Typewriters	36	17

You have learned that whenever you set your own tab stops, the preset tab grid is cleared.

To clear one tab stop at a time, tab to that tab stop, depress CODE and tap the letter D key. T CLR is printed on the D key and it stands for TAB CLEAR. Tab to 30 now.

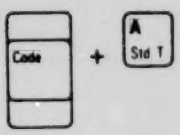
Now hold down the CODE key and tap the D key.



Carrier return, then tap the tab key. The carrier should move to 60.

To clear all the tabs you have manually set and to reset the preset tab grid, you must hold down the CODE button and tap the A key (the STANDARD TAB key).

Depress CODE and the A key now.



Now carrier return and then tap the TAB key three times.

Did the position indicator move to 24, then to 36, and then to 48? You have reset the standard tab grid.

You have now completed Lesson 3.

Self Test - Lesson 3

Directions: Complete the Self Test questions before you proceed to Lesson 4. If you do not correctly answer all questions, review Lesson 3.

1. The notation STD T stands for the term _____ _____.

2. The tab grid on the Electronic 75 is set in _____ inch increments.

3. When you set your own tab stops, the preset tab grid is _____.

4. To clear all the tabs you have manually set and to reset the preset tab grid, you must depress CODE and tap the letter _____ key.

Answers to Self Test 3

1. The notation STD T stands for the term standard tabs.

2. The tab grid on the Electronic 75 is set in one inch increments.

3. When you set your own tab stops, the present tab grid is erased (or cleared).

4. To clear all the tabs you have manually set and to reset the preset tab grid, you must depress CODE and tap the letter A key.

IF YOU DOD NOT CORRECTLY ANSWER ALL QUESTIONS, REVIEW LESSON 3.

Lesson 4 - THE IBM ELECTRONIC 75 TYPEWRITER

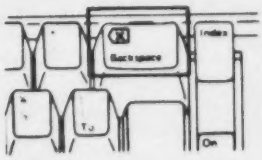
When you have completed this lesson, you will be able to

1. Correct errors using the backspace lift-off method.
2. Correct errors not detected immediately by using the No-Print Instruction.
3. Use the "One Line Memory."

The Electronic 75 typewriter is equipped with a special one-line memory. This allows you to automatically correct errors made before the carrier returns. Check to make sure that the Power Switch is turned on.

Now type your first and last names. Do not carrier return. Begin typing now.

Now find the backspace key. You will depress the backspace key until you erase your last name. Begin backspacing now.



Now type your middle and last names. Begin typing now.

Look behind the ribbon of the typewriter. Do you see the white tape that is threaded there? Whenever you use the backspace key to correct errors, the tape lifts off the ink from the paper like magic. The IBM Electronic 75 typewriter has a one-line memory which means that as long as you do not carrier return, the machine will remember what you typed and will allow you to backspace to correct errors on a line.

You are now going to type the Practice Exercise. As you type, make each error that is indicated, then backspace to remove the incorrect letters and type in the correct letters. Begin typing now.

PRACTICE EXERCISE

It is the human siklls epitomized in our resources of labor which are the country's greatestassets. Most Americans believe that work is not only worth doing but that it is worth doing well. For that reason they believe tha education i. to be sought and used by evwry citizen to improve his standard of living.

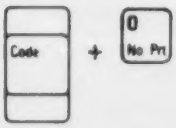
You are now going to learn to correct errors you do not detect immediately. Type the Practice Exercise again, but this time, do not correct the errors as you type. The Practice Exercise is repeated here for your convenience.

PRACTICE EXERCISE

It is the human siklls epitomized in our resources of labor which are the country's greatestassets. Most Americans believe that work is not only worth doing but that it is worth doing well. For that reason they believe tha education is to be sought and used by evwry citizen to improve his standard of living.

Follow these directions exactly.

Find the letter O key on the keyboard. Do you see that notation NO PRT on the front of it? NO PRT stands for NO PRINT. You are going to tell the typewriter not to print.



Roll the platen back to the first line of the exercise that you just typed and then space over to the letter i in the word "siklls". This word should really be "skills." You want to erase the i and the k and then to retype them correctly. Depress the CODE button and tap the letter O key. Now retype the letters incorrectly...yes, that's right, incorrectly!

Now backspace twice to remove the i and the k and then retype k and i. Type now.

Now roll the platen down to the second line. Here we need an extra space between two words, but we do not have room for it unless we leave only one space after the period. Therefore, we must erase the word "assets" and the period which follows it. Space over to the "a" in the word "assets."

Now depress Code and tap the No Print key (the O key).

Now type "assets" and the period which follows it.

Now backspace to remove the word "assets" and the period.

Now leave one space after the word "greatest" and then retype "assets" and the period.

Make the other two corrections in the Practice Exercise using the No Print instruction.

You have now completed Lesson 4.

Self Test - Lesson 4

Do not proceed to Lesson 5 until you have completed this self-test. If you do not correctly answer all questions, review Lesson 4.

1. To correct an error that you detect immediately, you simply depress the _____ key.

2. NO PRT stands for the words _____ _____.

3. The NO PRT instruction is used when you _____

   _____.

Answers to Self Test 4

1. To correct an error that you detect immediately, you simply depress the backspace key.

2. NO PRT stands for the words No Print.

3. The NO PRT instruction is used when you do not detect an error immediately. (Note: answers will vary. You decide if you have answered correctly)

Lesson 5 - THE IBM ELECTRONIC 75 TYPEWRITER

When you have completed this lesson, you will be able to

1. Automatically center headings and titles.

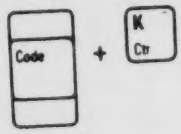
2. Automatically underscore.

3. Automatically center and underscore.

Check to make sure that the left edge of the paper is at zero on the margin set scale. Look at the margin set scale. Do you see the dot at 51? This is the centering dot when the left edge of an 8 1/2 inch wide piece of paper is at zero.

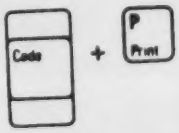
Tab and space to 51 and set a tab stop.

To tell the typewriter to automatically center, you must hold down the CODE button and tap the letter K key. Do you see the notation CTR on the K key? CTR stands for the word CENTER.



You will type your name. As you type, the machine will automatically backspace once for every two letters and spaces that you type. Nothing will print on the paper as you type! When you finish typing your name, do not carrier return. Begin typing now.

Now look at the letter P key. Do you see the letters PRT? PRT stands for the word PRINT. Hold down the CODE button and tap the P key once. Did your name print out?



Look at the Practice Exercise. You will center the four lines. If you think you have made a mistake while typing, simply carrier return and then tab to the center again. It <u>is</u> necessary to code another center instruction if this occurs!

PRACTICE EXERCISE

International Business Machines Corporation

Office Products Division

Parson's Pond Drive

Franklin Lakes, New Jersey

You will now learn to use the automatic underscoring feature of the typewriter. Look at the letter I key. Do you see the notation XXX on it? This is the key that you will use to automatically underscore single words.

Let's experiment. Type your first name and then stop. Do not space!

Now hold down the CODE button and tap the letter I key. Wait to see what happens.

Did the machine automatically underscore your name?

Look at the Practice Exercise. You will type this exercise and underscore the words as indicated. If you need to correct an underscored word, simply backspace to erase the word and the underscore. You must then retype the characters and code in another underscore instruction. Begin typing now.

PRACTICE EXERCISE

It is wise to always underscore words one at a time when typing. This makes later revisions of your recorded materials easier to do. If you find it absolutely necessary to underscore several words consecutively, your ability to change recorded material is limited.

Now look at the letter U key. Do you see printed there the notation Cont. Cont stands for the words CONTINUOUS UNDERSCORE. This instruction is given to the machine when you wish to underscore several words or an entire line.

Look at the Practice exercise. You see that there are three continuous underscores in this material.

PRACTICE EXERCISE

This is to confirm our recent telephone conversation concerning a tour of our fort for Post 92. We would like for the troup to be at the front gate at 9:00 a.m. on Saturday, March 3.

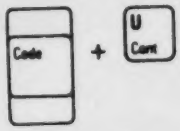
The exercise is repeated on this page for your convenience.

PRACTICE EXERCISE

This is to confirm our recent telephone conversation concerning a tour of our fort for Post 92. We would like for the troup to be at the front gate at 9:00 a.m. on Saturday, March 3.

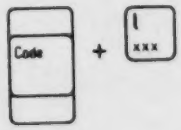
Type the words "This is to confirm" and the space which follows the word "confirm."

Now depress the Code button and tap the letter U key.



Now type "our recent telephone conversation" and then stop, do not space.

Now depress Code and tap the letter I key.



Did the typewriter continuously underscore the phrase "our recent telephone conversation?"

Use the same procedure to continuously underscore "Post 92" and "Saturday, March 12."

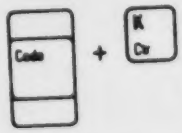
You have learned that the I key is used when you wish to underscore individual words and also when you wish to cancel a continuous underscore instruction.

Let's try another experiment. Let's center and underscore your name.

Follow these directions exactly.

Tab to 51 on the margin set scale.

Code a centering instruction (Code + K).



Type your first name and then stop, do not space!

Hold down the CODE button and type an underscore instruction (Code + I).

Type your last name and then stop, do not space!

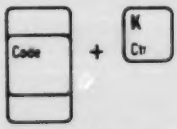
Now hold down the CODE button and type another underscore instruction (CODE + I).

You will now instruct the machine to print. Code a print instruction (CODE + P).

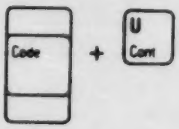
Did your first name and last name print out, with each individually underscored?

What if you wanted to center and continuously underscore your name? Can you think of how to do it? Take a moment to think before you read the directions.

Solution. Tab to 51 on the margin set scale. Code a center instruction (CODE + K).

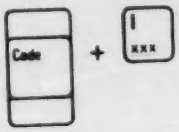


Depress CODE and type a continuous underscore instruction (CODE + U).

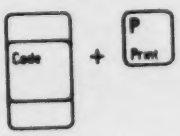


Type your first and last names, and then stop.

Type the continuous underscore cancellation instruction (CODE + I).



Now type a print instruction (CODE + P).



You have now completed Lesson 5.

Self Test - Lesson 5

Directions: Complete the self test questions before you proceed to Lesson 6. If you do not correctly answer all questions, review Lesson 5.

1. To code a Centering instruction, depress CODE + the letter _____ key.

2. The letter I key has XXX on the front of it. This key is used to _____.

3. The letter U key has Cont. on the front of it. This key is used to _____.

4. The letter _____ key is used to cancel a Continuous Underscore Instruction.

5. If you want to center and underscore a line, you would

   a. Code a _____ Instruction

   b. Code a _____ _____ Instruction. Type the line.

   c. Code a _____ _____ _____ Instruction.

   d. Code a _____ Instruction.

Answers to Self Test 5

1. To code a Centering instruction, depress CODE + the letter K key.

2. The letter I key has XXX key on it. This key is used to underscore single words.

3. The letter U key has Cont. on the front of it. This key is used to instruct the machine to continuously underscore.

   Note. The answers to questions 2 and 3 may vary, and, therefore, you will have to decide if your answer is correct or not.

4. The letter I key is used to cancel a Continuous Underscore Instruction.

5. If you want to center and underscore a line, you would

   a. Code a Center instruction.

   b. Code a Continuous Underscore instruction. Type the line.

   c. Code a Continuous Underscore Cancellation instruction.

   d. Code a Print instruction.

LESSON 6 - THE IBM ELECTRONIC 75 TYPEWRITER

When you have completed this lesson, you will be able to

1. Store a document in memory

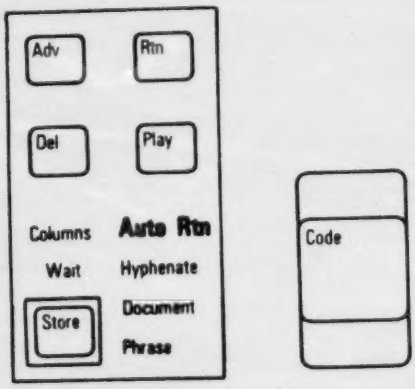
2. Play back a stored document from memory

3. Clear the memory without turning off the Power Switch. (use the DEL button).

Begin by turning the Power Switch off then on again. By doing this, you will clear the memory of any information it contains and of margin stops that previously have been set.

Set a left margin at 12 and a right margin at 80. Set a tab stop at 17.

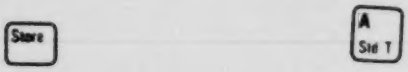
Now look at the function buttons on the left side of the keyboard. Do you see the button labeled STORE? The button labeled STORE is used when storing or recalling information from the memory unit.



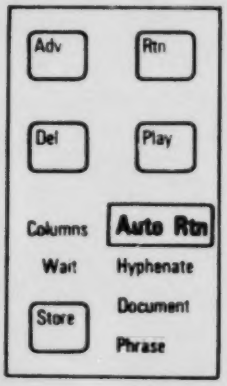
If you wish to store a document, such as a letter or a report, you will use the Document Storage feature of the typewriter. It is possible to store up to three typewritten pages in the memory of the Electronic 75. When the memory is full, a warning bell will ring and you will have to decide which of the stored documents can be erased from memory to make room for other pages that need to be stored. The Electronic 75 typewriter can store up to 6 pages when additional storage is purchased.

Any letter on the keyboard can be used with the Store button to identify a storage area for a document.

Depress the STORE button and, while holding it down, depress the letter A key.



Did you notice that a space near the STORE button lit up and reads DOCUMENT? This tells you that you are ready to record.



You are now going to type the Practice Exercise. As you type, remember to allow the typewriter to automatically carrier return. This is very important because if you want to revise the material later the machine cannot rearrange line endings when you type carrier returns.

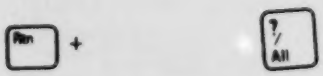
Is the AUTO RTN light on? It should be on.

PRACTICE EXERCISE

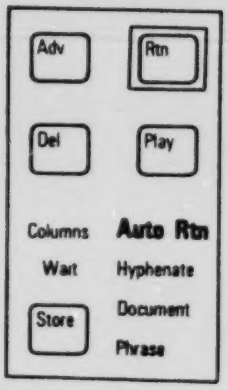
All customer orders are processed and edited for billing by each individual department. The complete monthly calculation is sent to a billing typist. The typist prepares an invoice, which is edited and refigured by an accounting clerk before it is sent to the customer.

You should now have completed typing the Practice Exercise. Look at the function buttons. Do you see the button labeled RTN? RTN stands for the word RETURN.

Now look at the lower right side of the keyboard. Do you see the word "All" on the question mark/diagonal key? When you depress the RETURN button (RTN) and tap the ALL button, the machine will return, in memory, to the beginning of what you have typed.



Again look at the function buttons. Do you see the button labeled PLAY? The PLAY button allows you to play what you have recorded into memory.



Tap the PLAY button once.

Now tap it again.

Did the tab and the first word play out? When PLAY is depressed alone, it plays out one word at a time. A tab stop is considered a word by the typewriter.

To play out more of the text, you must depress the PLAY button and then tap either the ALL key or the LINE key (which is on the apostrophe/quote marks key). Find the LINE key now.

Play = 1 word at a time

Play + Line = 1 line at a time

Play + All = entire recording

Now depress PLAY and tap the LINE key.

Did the remainder of the first line play out? It should have.

Now depress Play and tap the ALL key.

Did the remainder of the exercise play out?

What if you want to stop play back before the end of a document, but you do not want to play it out a line at a time? Let's experiment. Depress RETURN and ALL again to move back to the beginning of the text in memory.

To stop play back, you simply have to depress PLAY. You have to be quick. Depress PLAY + ALL, let a few words play out, and then depress PLAY again.

Did the play back stop? Try it again. Depress PLAY + ALL, count to three, depress PLAY again.

You will now learn to play back a document that is in storage when the document light is turned off. Depress STORE to move out of document storage.

Hold down the PLAY button and tap the ALL button to see what happens.

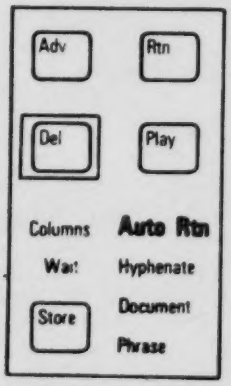
Nothing happened because you did not tell the machine where your document was stored.

Now depress PLAY and the letter A key. The document should play out.

Let's experiment some more.

Pretend that all of your storage is used up and that you decide that what is stored in A can be erased from the memory. How would you erase A without turning off the Power Switch and erasing everything that is stored?

Find the function button labeled DEL. DEL stands for the word DELETE. Depress DELETE and, while holding it down, depress the letter A key. Do this now.



Now depress PLAY plus A.

Did anything print out? Nothing should have printed out because you should have deleted the information that was stored in the A storage area of memory.

You have now completed Lesson 6.

Self Test - Lesson 6

Directions: Complete the self test questions before you proceed to Lesson 7. If you do not correctly answer all questions, review Lesson 6.

1. The STORE button is used when _____ or _____ information from the memory unit.

2. To store a document, depress STORE plus any _____ key.

3. Use the Rtn + _____ button when you wish to move backward in memory to the beginning of what you typed.

4. To play back a word at a time, simply depress _____.

5. To stop play back, depress _____.

6. To play out an entire recording, depress Play + _____.

Answers to Self Test 6

1. The STORE button is used when storing or recalling information from the memory unit.

2. To store a document, depress STORE plus any letter key.

3. Use the Rtn + All button when you wish to move backward in memory to the beginning of what you typed.

4. To play back a word at a time, simply depress Play.

5. To stop play back, depress Play.

6. To play out an entire recording, depress Play + All.

Lesson 7 - THE IBM ELECTRONIC 75 TYPEWRITER

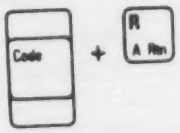
When you have completed this lesson, you will be able to

1. Use the Advance To and Return To functions of the machine (The Access Buttons).

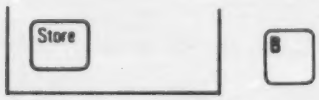
2. Delete and Insert words and lines in memory.

Turn the Power Switch off and then on again. Set a left margin at 12 and a right margin at 72.

Make certain that the AUTO RETURN light is turned on. If it is not turned on, depress CODE and tap the AUTO RETURN key.



Instruct the typewriter to store the document you are going to type in storage area B. Depress the STORE button and tap the letter B key.



Look at the Practice Exercise. You will type the exercise and then revise it. Be certain that you allow the machine to automatically carrier return as you type.

PRACTICE EXERCISE

All customer orders are processed and edited for billing by each individual department.

The complete monthly calculation is sent to a billing typist. The typist prepares an invoice, which is edited and refigured by an accounting clerk before it is sent to the customer.

The exercise is presented again for your convenience.

PRACTICE EXERCISE

All customer orders are processed and edited for billing by each individual department.

The complete monthly calculation is sent to a billing typist. The typist prepares an invoice, which is edited and refigured by an accounting clerk before it is sent to the customer.

Depress the STORE button to move out of memory. Play back what is stored by depressing PLAY plus the letter B key.

Pretend that you now wish to revise the document. You may not make changes in a document until you have recalled it from the memory. Depress STORE plus the letter B. The document light should again be lit. You are at the beginning of the text in memory.

Suppose that you want to change the word "are" in the first line to the words "will be." Depress PLAY four times to play out the tab and the first three words in the line.

Now depress the button labeled DEL. The word "are" and the space which follows it have now been deleted from the memory.

Now type "will be" and the space after "be."

Now look at the second paragraph and find the word "refigured." Suppose you want to change this word to "recalculated." You could play back the exercise until you arrived at the spot, but there is an easier way to access the material.

The exercise is presented again for your convenience.

PRACTICE EXERCISE

All customer orders are processed and edited for billing by each individual department.

The complete monthly calculation is sent to a billing typist. The typist prepares an invoice, which is edited and refigured by an accounting clerk before it is sent to the customer.

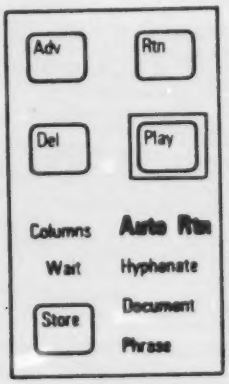
Look to the right of the keyboard. Do you see the Word TO printed on the brackets key? You can use the TO key in conjunction with the ADVANCE and RETURN keys to access material that is farther down the page (ADVANCE + TO) or to the top of the page (RETURN + TO).

Depress ADVANCE and TO now.

Now you need to tell the typewriter where you wish to advance to. You will want to advance to the beginning of the line that contains the word "refigured."

Type the first eight or ten characters of the line that contains the word "refigured" now.

Again depress ADVANCE, but this time do not depress TO. Wait!! The WAIT light, which is above the STORE button will go out when your machine is ready.



Play out the words up to the word "refigured." Delete "Refigured."

Now type the word "recalculated" and the space which follows it.

Suppose that you now decide to change the word "processed" that is in the first sentence. You could access the word by depressing RETURN and ALL, but let's try another experiment.

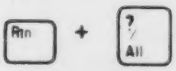
Depress RETURN + TO

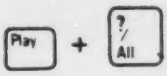
Now type the tab and the word "All."

Again depress RETURN, but this time do not tap TO.

You should now be at the beginning of the line which contains the word "processed" in memory. Use the PLAY and DELETE method to remove the word "processed" and then type in the word "checked" and the space which follows.

Now return in memory to the beginning of the text and play out the revised document.





Suppose you now decide that you wish to delete the first paragraph.

Return in memory to the beginning of the recording (RTN + ALL).

Now depress DELete and tap the LINE key twice. The first two lines should now be deleted. Play back the document to make sure.

Suppose you wish to insert a sentence.

Look at the Practice Exercise below.

PRACTICE EXERCISE

The complete monthly calculation is sent to a billing typist. The typist normally is Mary McGee, whose office is in Room 312. The typist prepares an invoice, which is edited and recalculated by an accounting clerk before it is sent to a customer.

You will insert the sentence which begins, "The typist is normally Mary McGee...."

Return in memory to the beginning of the recording.

Depress PLAY + LINE to play out the first line.

Now depress PLAY to play out the remaining words in the firest sentence.

Now type the insertion. Be sure to space twice after the period.

Now depress RTN + ALL and PLAY + ALL.

Was the sentence inserted?

You have now learned to move forward and backward in memory using the access buttons. You have also learned to alter your text in memory by deleting and adding words and lines.

Clear the memory.

You have now completed Lesson 7.

Self Test - Lesson 7

Directions: Complete the self test questions before you proceed to Lesson 8. If you do not correctly answer all questions, review Lesson 7.

1. The ADV and RTN buttons are used in conjunction with the _____ key when you wish to move up or down the page in memory.

2. The _____ light will become lit as the machine searches for a line that you are accessing.

3. You may use the DELete button with the _____ button to erase an entire line from the memory.

4. You must be sure to type a _____ after each word that you insert into memory.

Answers to Self Test 7

1. The ADV and RTN buttons are used in conjunction with the TO key when you wish to move up or down the page in memory.

2. The WAIT light will become lit as the machine searches for a line that you are accessing.

3. You may use the DELete button with the LINE button to erase an entire line from the memory.

4. You must be sure to type a space after each word that you insert into memory.

Lesson 8 - THE IBM ELECTRONIC 75 TYPEWRITER

When you have completed this lesson, you will be able to

1. Use the automatic hyphenation feature of the machine.
2. Use the phrase storage feature of the machine.
3. Type syllable hyphens and required hyphens.
4. Force the machine to play information on a line (use required space feature with automatic carrier return)

It is possible to store small pieces of information in what is called the Phrase Storage area of memory. You have already learned that you may store documents in any letter storage area of the keyboard. Phrases are stored in the number storage areas.

Let's experiment. We will store your name in phrase storage. We will also store today's date in storage.

Phrase storage is accomplished in much the same way as document storage. You must depress STORE plus any number key.

Store + any number = Phrase Storage

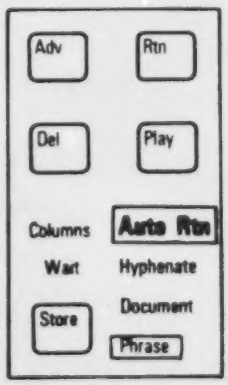
Depress DELETE and tap the number 1 key to clear anything which may previously have been stored in the number 1 phrase area.

Del + 1

Depress STORE and the number 1 key.

Store + 1

Look at the function button section of the keyboard. Do you notice that the word "Phrase" is lit. This tells you that you are ready to record into memory.



Now, type your name.

Again, depress STORE.

Let's see if your name is stored. This is the method of playing back from storage. Depress PLAY and the number 1 key.

Did your name play out? It should have. If it did not, depress PLAY and the number 1 key again.

Now depress DELETE and the number 2 key to clear anything that may have been stored there.

Now tap STORE and the number 2 key.

Type today's date, then depress STORE again.

Depress PLAY and the number 2 key.

Did the date play out?

You might want to store the date at the beginning of a workday and recall it everytime you type a letter or a memo. You might want to store your boss's name and play it out everytime you need it within typed documents. The phrase storage area is also helpful when you are typing forms and must type rules (whole lines of underscores).

You will now learn about another feature of the Electronic 75 typewriter: the hyphenation feature.

You will store the document you are going to type in storage area C. Depress Store plus the letter C key now.

Make certain that nothing has already been stored in C by depressing DELETE plus the letter C. You may delete what is in storage either before or after you have selected the storage area.

Is your Automatic Return light on? If it is not on, hold down the CODE button and tap the letter R key.

Set your left margin at 12 and the right at 80.

You will now type the Practice Exercise. Do not forget to allow the machine to automatically carrier return.

PRACTICE EXERCISE

Occasionally, you will find a very long word like inadmissibility, classifications, hydrometallurgy, nonprofessional, advertisement, or philosophical begins before the line end zone.

Return in memory to the beginning of the paragraph.

You will play back the material and make hyphenation decisions.

Hold down the CODE button and tap the letter R key. Do you see the hyphenate light below the AUTO RETURN light.

The play back will stop with the word "inadmissibility" on the first line. Begin play back now.

Do you notice the hyphenate light blinking? This means that the machine is waiting for your decision.

To play out a word on a line which exceeds the line end zone, simply depress PLAY + ALL again.

Now return in memory to the beginning of the paragraph. This time, when the carrier stops and the hyphenate light blinks, you will depress the return key and then depress PLAY + ALL again. This will move the entire word to the next line. Begin now.

Now return in memory to the beginning of the paragraph and play out the entire paragraph. Do you see that the memory has been changed and that the word is now at the beginning of the second line?

You will now have to retype the Practice Exercise. Select a different Document Storage area, make certain it is clear by depressing Delete plus the letter of the document storage area you select.

You should now have retyped the Practice Exercise. Return in memory to the beginning of the paragraph. This time, when play back stops, you will divide the word "inadmissibility." Begin playback now.

The machine should have stopped and the hyphenate light should be blinking.

Depress the DELETE button once.

Now type the letters "i-n-a-d" and a hyphen.

Now carrier return.

Now type the remaining letters in the word and the space which follows the word.

Depress PLAY + ALL to resume playback.

When the play back has stopped, return in memory to the beginning of the recording and play back to see that the machine recorded your hyphenation decision.

While typing, there are times when a word is too long and would exceed the right margin. You would then want to split the word with a hyphen, after a syllable. This will be referred to as a syllable hyphen. To type a syllable hyphen, when the bell rings, type the first part of the word plus the hyphen. Type a carrier return then finish typing the word on the next line. Anytime the typewriter finds a hyphen and a carrier return you typed after the bell has rung, it will ignore them if the word falls within a line. If the lines are rearranged during playback, the syllable hyphen will be ignored. Any time you type a word at the right margin which contains hyphens as part of the word, you must allow the machine to automatically carrier return.

If you are typing hyphenated words which should not be divided at the right margin, depress the CODE button when you type the hyphens.

xxx xxx xxx xx 512-CODE + HYPHEN-234-9072.

You will now learn about the required space feature of the machine. Sometimes you may wish to instruct the machine not to automatically carrier return. Look at the page number at the top of this page. Do you see that it appears to the right of the right margin stop?

You would not want the page number to appear at the left margin. How do you force the machine not to carrier return at certain times?

Space and tab to 78 on your margin set scale.

Type the word "page" and then type "8-5".

Did the carrier return to the left margin and print? It will return to the left margin if your margins are set at the correct positions. Again, space and tab to 80. Type the word "page" and then stop.

Hold down the CODE button and type a space.

Type "8-5".

You have learned that you may force the machine to print information at the right margin even if the automatic return is engaged.

You have now completed lesson 8.

Self Test - Lesson 8

Directions: Complete the self test questions before you proceed to Lesson 9. If you do not correctly answer all questions, review Lesson 8.

1. To store a phrase, you depress STORE + _____.

2. To play back from phrase storage, depress _____ + the _____ where the phrase is stored.

3. The _____ light must be turned on if you want the machine to stop for hyphenation decisions during playback.

4. If you type a hyphen in a word during the original typing and then follow the hyphen with a carrier return, the machine will _____ the hyphen in playback if the machine has rearranged the lines.

5. If you type a word at the right margin which contains hyphens and you do not want that word divided, you must depress the _____ button when you type the hyphens.

6. If you want to force the machine not to carrier return at the right margin, you may code a _____ space.

Answers to Self Test 8

1. To store a phrase, you depress STORE + any number key (1-99).

2. To play back from phrase storage, depress PLAY + the number where the phrase is stored.

3. The hyphenate light must be turned on if you want the machine to stop for hyphenation decisions during playback.

4. If you type a hyphen in a word during the original typing and then follow the hyphen with a carrier return, the machine will ignore the hyphen in playback if the machine has rearranged the lines.

5. If you type a word at the right margin which contains hyphens and you do not want that word divided, you must depress the Code button when you type the hyphens.

6. If you want to force the machine not to carrier return at the right margin, you may code a required space.

Lesson 9 - THE IBM ELECTRONIC 75 TYPEWRITER

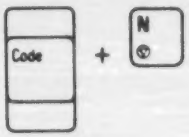
When you have completed this lesson, you will be able to

1. Use the Stop Code feature of the machine.

2. Use the Tab-Indent feature of the machine.

3. Type a multi-page document on the Electronic 75.

Look at the letter N key. Do you see the symbol that looks like an upside triangle within a circle? This is the Stop Code symbol. You will use a Stop Code any time you want the machine to stop during playback.



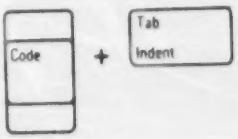
Some times when you might want to use a Stop Code are:

1. When typing form letters where you want to type variable information,

2. Where you want to change linespacing, such as when you are typing a report and you want to insert a long quote which must be single spaced, and

3. When typing multi-page reports where you want the machine to stop playback so that you can insert a fresh piece of paper for continuation pages.

Now look at the Tab button. Do you see the notation "Indent" on the front of it? Whenever you want to temporarily change the left margin, you will code a Tab-Indent instruction.



You will now type two pages of a manuscript, using the Stop Code and the Tab-Indent features of the typewriter.

Make certain the memory is emptied by turning the Power Switch off, then on.

Set your linespace lever for double spacing, set your left margin at 12 and your right margin at 80. Set a tab stop at 17 and another at 22.

Put a piece of paper into the typewriter and roll it down to line 13. Store the document storage area A.

Look at the Practice Exercise on page 9-4.

Center and type the title in all caps.

Now type the first paragraph, but stop when you have typed the word, "well."

Now hold down the CODE button and tap the letter N key (the Stop Code instruction). You will want the typewriter to stop here during play back so that you can change the linespacing.

Now set your linespace lever for single spacing.

You will want the long quotation to be indented 10 spaces from the left margin. You will now learn to give the machine a TAB/INDENT instruction. Depress CODE and the tab button twice. This will cause the left margin to temporarily be changed.

Now type the indented material. Stop typing when you have typed the last word, "test."

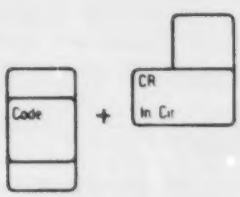
First depress CODE plus the letter N key (Code a Stop Instruction).

Turn the platen up one-half line. The ratchet on the Electronic 75 allows for half-spacing! Type the footnote number.

You now wish to return to the original double linespacing and to the original left margin.

Depress the CODE button and tap the carrier return. This will tell the machine to cancel the Tab-Indent Instruction and to return your machine to the original left margin.

Now reset your linespace lever for double spacing.



USED TO CANCEL A
TAB/INDENT
INSTRUCTION

The side heading which appears after the indented material has a continuous underscore. Do you remember how to type a continuous underscore instruction? If you have forgotten, review lesson 5.

When you have typed the first page, depress the CODE button and type another Stop Instruction. You will want the machine to stop playback so that you may insert a fresh paper at this point.

Finish typing the manuscript now.

You now wish to play back the document. Return in memory to the beginning of the document (Depress RETurn + ALL).

You are now ready to begin playback. When the machine stops after it has played out the first paragraph, change the linespace lever to single spacing.

Depress PLAY + ALL.

When the machine stops at the end of the indented material, roll the platen up one-half linespace and depress PLAY to play out the number 1. Change your linespace lever to double spacing and press PLAY + ALL.

When the machine stops at the end of the page, insert a fresh piece of paper and depress PLAY + ALL again.

When you have finished playing back the document, you have finished Lesson 9.

PRACTICE EXERCISE

MANUSCRIPT DOCUMENTATION

When, within a manuscript, a writer cites material that did not originate with him, he must acknowledge the source of the information. This obligation is usually satisfied with footnotes, a process of documentation. Footnotes serve other purposes as well.

> Footnotes provide the most versatile method for referring the reader to information outside the text material. They may be used for these purposes: (1) acknowledge the source of information, (2) support arguments, (3) provide additional material for the reader, (4) identify quoted material, (5) elaborate on the meaning within the text, or (6) refer the reader to other parts of the text.1

Placement of Footnote Reference Figures

Footnotes are indicated by typing a reference figure as a superior figure following the material being documented, placed where a minimum interruption of thought results. Four placements of footnote reference figures in common use are described below.

After the quotation. The preferred position of the reference figures is at the end of material that is directly or indirectly quoted or paraphrased.

After the introductory statement. An almost equally accepted placement is at the end of the statement that introduces directly quoted material.

After the name of the author. A less accepted practice, but one enjoying considerable use, is to place the reference figure after the name of the author of the cited work. A major disadvantage of this practice is the inconsistency that

results if references are made to materials without mentioning the author's name in the body of the manuscript or when reference is made to materials without a named author.

After a side or a paragraph heading. If most or all of the material following the heading is based on source material, it is acceptable to place the reference figure following the side or paragraph heading. The side heading that introduces the next paragraph illustrates this procedure.

Self Test - Lesson 9

Directions: Complete the self test questions before you proceed to Lesson 10. If you do not correctly answer all questions, review Lesson 9.

1. The Stop Instruction is used when you want the machine to _____ during playback.

2. If you want to temporarily change the left margin, you would code a _____ instruction.

3. When you depress Code and carrier return, you cancel the _____ instruction.

Answers to Self Test 9

1. The Stop Instruction is used when you want the machine to stop during playback.

2. If you want to temporarily change the left margin, you would code a Tab/Indent instruction.

3. When you depress Code and carrier return, you cancel the Tab/Indent instruction.

Lesson 10 - THE IBM ELECTRONIC 75 TYPEWRITER

When you have completed this lesson, you will be able to

1. Type form letters with variable information

Look at the Practice Copy. Where you see the Stop Code symbol, you will depress Code plus the letter N.

Set your left margin at 12 and the right margin at 80. Insert a piece of paper in the machine.

Select a document storage area to store the letter.

Type the letter into memory.

PRACTICE EXERCISE

(Today's Date)

Thank you for your bid of on the Conyers Project. We are sorry that your offer was too high since we know about the fine quality of your work.

We will let you know when another bid offering is to be let.

Sincerely yours

John B. Brown
Purchasing Agent

Now look at the listing of variable names and addresses and money amounts below. Insert a fresh piece of paper into the machine to prepare to type the first letter.

VARIABLE LISTING

Mr. Herman Coleridge
777 Parview Court
Paterson, NJ 08902 $36,877

Mr. Clive Barrette
112255 Bealine Avenue
Ashville, NC 28801 $38,650

Ms. Geraldine Benezett
34 Heathman Place
Aaronsburg, PA 16820 $41,690

Depress Store to move out of the document storage area you selected. You do not want to record the variable information.

You will now play back the first letter. In order to begin playback when you are typing form letters, depress Play plus the letter of the document storage area you have chosen. When the machine stops after typing the date, you will type in the inside address and the salutation. Now type PLAY + ALL to resume playback.

When the machine stops playback in the first sentence, type in the money amount that is beside the name in the variable listing, then depress PLAY + ALL to continue playback.

Repeat the above steps for all letters.

When you have completed typing the letters, you have completed lesson 10.

Self Test - Lesson 10

Directions: Complete the self test questions before you proceed to Lesson 11. If you do not correctly answer all questions, review Lesson 10.

1. When typing form letters, you must code a _____ instruction where you want the machine to stop for variable information during play back.

2. When the machine stops during playback of form letters, you must key the variable information and then depress _____+ _____ to resume playback.

Answers to Self Test 10

1. When typing form letters, you must code a Stop instruction where you want the machine to stop for variable information during play back.

2. When the machine stops during playback of form letters, you must key the variable information and then depress Play + All to resume playback.

Lesson 11 - THE IBM ELECTRONIC 75

When you have completed this lesson, you will be able to:

1. Type a table using column layout

2. type a table using number alignment

When using column layout, you do not have to set tabs or figure how much space to leave between columns. All you have to do is type the longest item in each column and then space to where your last column is to end. Turn the Power Switch off and then on. Set a left margin at 18.

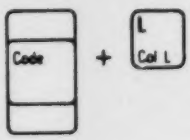
You have the option of storing tables typed with column layout. Storing allows you to play back and make changes.

Look at the Practice Exercise. The longest item in each column is circled.

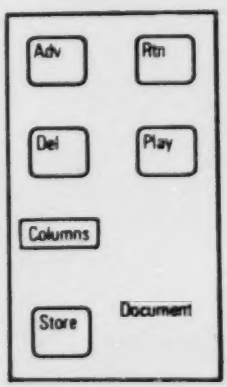
PRACTICE EXERCISE

Ms. S. A. Kelman	5900 S. Jordan	Liverpool, NY 13088
Mrs. M. C. Zellars	1120 Spruce Rd	Claremont, CA 91711
Mr. J. F. Waddell	326 Verruman Dr.	Houston, TX 77036

Begin by depressing CODE plus the letter L key. You see "COL-L" printed on it. This stands for COLumn Layout.



The Column Layout light on the Function Button panel will come on and the AUTO RETURN light will go out.



You will now type the key line. Nothing will print as you type.

Type the longest item in column 1: "Mrs. Frank Zellars", and then stop, do not space!

New depress CODE and tap the letter L key (the Column Layout key).

Now type the longest item in Column 2: "326 Verruman Dr." and then stop, do not space!

Now depress CODE and tap the letter L key (the Column Layout key).

Now type the longest item in column 3: "Liverpool, NY 13088" and then stop, do not space!

Now depress CODE and tap the letter L key (the Column Layout key).

Now space to 83 on the margin scale and carrier return.

The exercise is repeated for your convenience.

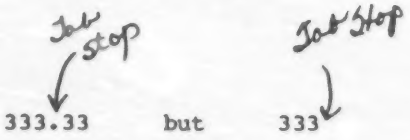
PRACTICE EXERCISE

Ms. S. A. Kelman	5900 S. Jordan	Liverpool, NY 13088
Mrs. M. C. Zellars	1120 Spruce Rd	Claremont, CA 91711
Mr. J. F. Waddell	326 Verruman Dr.	Houston, TX 77036

Type the table as you normally would, tabbing to the second and third columns. The tab stops have been automatically set.

End Column Layout by holding down CODE and L and then tapping Carrier Return.

You will now learn to use the automatic number alignment feature of the machine. Number alignment is used for typing statistical tables. You will set a tab stop where the decimal point will appear in each column. If there is no decimal point, set the tab at the end of the whole number (see the examples below).



When determining tab stops for tables, do not count commas, the typewriter automatically allows space for them. Do count the dollar sign, parenthesis, etc; they are considered as digits.

Set your left margin at 18. Set tab stops at 24, 51, and 77. Set your right margin at 80.

Look at the Practice Exercise.

PRACTICE EXERCISE

555.42	6,666.00	413.00
16,000.00	1.11	5,555.00
1.00	222.22	22.00

Now depress the CODE button and tap the number 3 key. This will automatically position you to type the first number in column 1. You do this instead of tabbing. You depress the 3 key because there are 3 digits to the left of the decimal.

321
555.42

Type 555.42 and then stop.

If you should make a mistake, space or backspace to correctly align the numbers.

Now hold down the CODE button and tap the number 5 key. This will print the first number in the first column and will automatically position you to type the first number the second column.

$6,666.00.

Now depress CODE and the number 3 key to automatically position you to type the first number in column 3.

413.00

You have learned that instead of depressing the tab key when you wish to move to the next column, you count the number of decimal places to the left of the decimal point and then depress CODE and the appropriate number key. You do not count commas in numbers.

Continue typing the table. When you have finished typing the table, you have completed lesson 11.

Self Test - Lesson 11

Directions: Complete the self test questions before you proceed to Lesson 12. If you do not correctly answer all questions, review Lesson 11.

1. You may use the _____ to set up tabulations.

2. When using the numbering alignment function of the typewriter, you must set a tab stop where the _____ _____ falls in the number.

3. When typing tables using number alignment, you do not tab, you depress _____ and the _____ key.

Answer to Self Test 11

1. You may use the Column Layout to set up tabulations.

2. When using the numbering alignment functions of the typewriter, you must set a tab stop where the decimal point falls in the number.

3. When typing tables using number alignment, you do not tab, you depress Code and the appropriate number key.

Lesson 12 - THE IBM ELECTRONIC 75 TYPEWRITER

In this lesson, you will learn to:

1. automatically center headings over columns

2. type text with tables

Set a left margin at 12 and a right margin at 80. Do this now. Store the document in a storage area of your choice.

Space down 10 lines from the top of the paper. Do this now. Look at the Practice Exercise.

PRACTICE EXERCISE

XYZ COMPANY BUDGET REPORT

Expenses	Budget	Actual
Salaries	$29,833	$29,833
Group Insurance	550	550
Printing and Stationery	750	630
Postage and Mailing	500	520
Office Equipment Rental	4,800	4,200
Office Equipment Maintenance	400	400
Telephone and Telegraph	250	275
Rent	720	720
Light and Heat	300	335
Depreciation of Equipment	450	450

Now use the Center Instruction to center the main heading. Do this now.

Carrier return three times.

Now use the Column Layout instruction to set up the table.

Do not attempt to use the decimal tab function for the money columns. Begin now.

col 1 col 2 col 3 col 4

Office Equipment Maintenance $29,933 $29,833----------(spaces)---------- CR

Now look at the first column. "Office Equipment Maintenance" is the longest item in that column. There are 28 letters. To center the word "Expenses" over the column, space over 14 spaces from the left margin (half of 28). Do this now.

PRACTICE EXERCISE

XYZ COMPANY BUDGET REPORT

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Rent	720	720
Light and Heat	300	335
Depreciation of Equipment	450	450

Now Code a Center Instruction.

Type the word "Expenses" and then Code an Underscore Instruction (Code + I).

Code a Print Instruction (Code + P).

Use the same procedure to center the remaining column headings.

Type the rest of the table and then play back one copy.

You will now learn to type a table within a text.

Choose another Document Storage Area and make certain it is cleared of all material which might have been stored there.

Look at the Practice Exercise.

PRACTICE EXERCISE

Improving the Image of the Office Worker

An analysis of current research may provide clues as to what can be done to better prepare beginning office employees to enter the office successfully. A survey of recent studies concerning the adjustment of beginning office workers reveals that most of them are at least adequately prepared for their jobs. However, a small percentages of beginning office workers do experience some frustrations due to inadequate office competencies. These weaknesses seem to center around certain areas as shown in the table below.

TYPES OF WEAKNESSES

OF BEGINNING OFFICE WORKERS

TYPES OF WEAKNESS	RANK
Technical competencies	1
Adjustment to work environment	2
Basic skills	3

It appears that improvement of beginning office employees lies in a concerned effort on these weaknesses by business teachers in our schools and by personnel managers in the offices where these workers are employed.

Advance the paper to line 13, then center and type the title.

Type the first paragraph up to, but not including, the table.

The Practice Exercise is repeated for your convenience.

PRACTICE EXERCISE

Improving the Image of the Office Worker

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It appears that improvement of beginning office employees lies in a concerned effort on these weaknesses by business teachers in our schools and by personnel managers in the offices where these workers are employed.

Code a Tab/Indent Instruction (Code + Tab).

Code a Column Layout Instruction.

Type the key line (the longest item in each column). When you have typed the last Column Layout Instruction, stop.

Now space to 75, then carrier return. Your table will be indented 5 spaces on the left and 5 spaces on the right.

Type the table. When you have finished typing, play back one copy.

You have now completed Lesson 12.

Lesson 13 - THE IBM ELECTRONIC 75 TYPEWRITER

When you have completed this lesson, you will be able to:

1. Use Number Alignment with Column layout.

Set a left margin at 12 and a right margin at 80.

Select a document storage area and make certain it is cleared.

Look at the Practice Exercise.

PRACTICE EXERCISE

PROJECT BUDGET

	Salaries	Other	Total
Administration	$ 25,892.50	$ 5,600.75	$ 31,493.25
Planning	10,851.75	4,375.00	15,226.75
Staffing	175,083.50	9,322.50	184,406.00
Training	12,352.00	8,376.50	20,728.50
Employee's Service	19,762.50	8,444.75	28,207.25
Records and Reports	8,324.75	1,924.50	10,249.25
Audit and Review	,316.75	8,412.00	17,728.75
Overhead and Misc.	9,762.50	1,111.20	10,873.50
Totals	$271,346.25	$47,567.00	$318,913.25

Follow these directions exactly.

Code a Column Layout Instruction (Code + L).

Type the longest item in the first column, "Records and Reports." Do not space.

Now Code another Column layout instruction.

Now type the longest item in the second column up to the decimal point. Type 271,346. Begin typing now. Depress Code plus S (Tab Set). Do this now.

Now type the decimal point and 25. Type now.

Now type a Column Layout instruction (Code + L).

Now type $47567, which is the longest item in the third column.

Now type Code + S to set a tab stop at the decimal point.

Now type the decimal point and 00. Type now.

Now type a Column Layout instruction

Now type the longest item in the fourth column up to the decimal point. Type $318 913.

Now type a Tab Set instruction and then type the decimal and 25.

Now type another Column Layout instruction.

Now space over to 80 and CR.

You will now type the table.

Type the first item in Column 1, "Administration," and then stop.

Enter the number alignment code for the first item in column 2. It will be Code + 7 because you have to account for the $ and the blank space which follows it.

7654321
$ 25,892.50

Now type $25,892.50 and then stop.

Enter the Number Alignment Code for the first item in the third column (CODE + 6).

654321
$ 5,600.75

Type $5,600.75 and then stop.

Code the number Alignment Code for the third Column (Code + 7)

7654321
$ 31,493.25

Type $ 31,493.25.

Continue typing the table in this manner.

Play back one copy.

You have now completed Lesson 13.

Lesson 14 - THE IBM ELECTRONIC 75 TYPEWRITER

When you have completed this lesson you will be able to:

1. Cite at least three reasons that a warning bell might ring when you are typing.

2. Decribe what the following message light mean:

   (a) Auto Rtn
   (b) Columns
   (c) Document
   (d) Hyphenate
   (e) Phrase
   (f) Wait

3. Describe what a blinking Document or Phrase light means.

4. Describe what a blinking hyphenate line means.

BELLS

One Bell at the Right Margin	You are five spaces from the right margin.
Three Bells While Typing	Memory full warning. You have room left for characters in memory. * Document and/or Phrase light blinks.
Bell With Each Key Typed	You have reached memory full. 1. Delete a storage area by (DEL + A-Z or 1-99). * You now have the number of characters in that storage area available. 2. Continue typing.
A Bell Rings While Trying To Use Column Layout or Center	If the typewriter is in Continuous Underscore operation, you cannot Center or enter Column Layout. Depress Code + I (XXX) to end Continuous Underscore and continuous typing.
Bell Rings and Playback Stops at Right Margin	The typewriter has stopped for a hyphenation decision. * Hyphenate light blinks. Make the hyphenation decision.
Bell Rings After a "To" Operation	The typewriter cannot find the line being typed. * Check to see that you are typing the word(s) as it appears on the copy. * If you still hear a bell, play back a copy as a guide for the present line beginning.

Bell Rings as you are Typing a Phrase Into a Document Storage Area	If there is not enough room in memory for the phrase to be copied. 1. Delete a phrase or document no longer needed. 2. Copy the phrase again by depressing ADV + number where the phrase is.
LIGHTS	Use the message lights as a guide to determine the status of the typewriter.
Auto Rtn	While typing: The typewriter returns automatically at the right margin. The carrier returns as you start to type the next word after a space(s) or hyphen(s) after the right margin bell. During playback: The typewriter returns automatically at the right margin. The lines are changed according to the margins presently set in the typewriter.
Columns	The tab stops set in the typewriter are for columns. The Columns light indicates you are in Column Layout.
Document	Indicates that you are using the 7500-character memory either while typing or playing back.
Hyphenate	During playback, typewriter will stop for hyphenation decisions.
Phrase	Indicates that a phrase is being stored.
Wait	This light comes on to indicate the typewriter is finding a storage area or a line beginning. * Do not perform any typewriter operation until the light goes off.
Blinking	
Document	Indicates a memory full warning or memory full. * Delete a storage area no longer needed.

Hyphenate	Make a hyphenation decision.
Phrase	Indicates a memory full warning or memory full. * Delete a storage area no longer needed.
No Lights On	Indicates that the One-Line Memory is available for use. NOTE: If playing back, lines play back as typed or the way they were previously played.
Auto Rtn Light Off	While centering or using Column Layout, the Auto Rtn light will go off, then come back on. * You do not want the carrier to automatically return on these lines.

SELF TEST - LESSON 14

1. Cite at least three reasons that a warning bell might ring:

_____

_____

_____

2. Describe what the following message lights mean:

Auto Rtn _____ Columns _____

Document _____ Hyphenate _____

Phrase _____ Wait _____

3. What does a blinking Document or Phrase light mean?_____

_____

4. What does a blinking hyphenate line mean?_____

_____

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